

Guide for Using Webex Teams to Video Conference to a Courtroom or Hearing Room



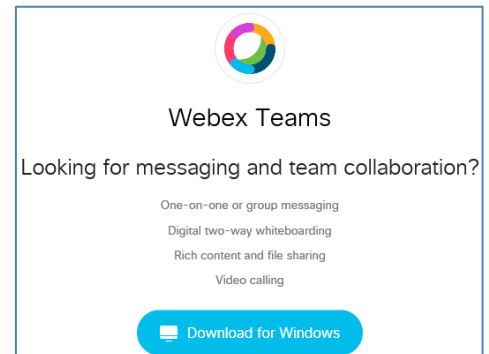
Department of Justice

Video Conferencing using Cisco Webex Teams

Video Conference systems in Courts can directly video link with PC/laptops or mobile devices that have signed up and installed Cisco's Webex Teams software. Webex Teams allows access to a free service that external users to the Department can utilize.

How to Install Webex Teams

1. Install Webex Teams by navigating to this web page - <https://www.webex.com/downloads.html>
2. Under the Webex Teams section select the button to Download for the device you are using (i.e. Windows, App Store or Google Play). Install the program when it finishes downloading.

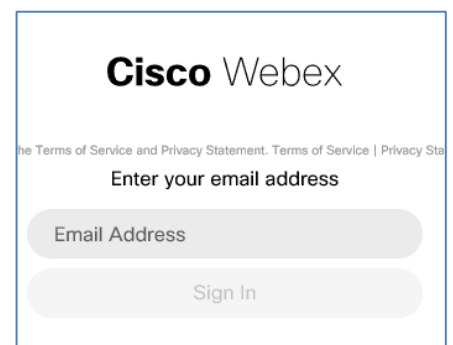


How to Create an Account with Webex Teams

Once installed, open Webex Teams. It will ask for an email address and password to create an account. Enter in a valid email address and follow the instructions for creating the account.

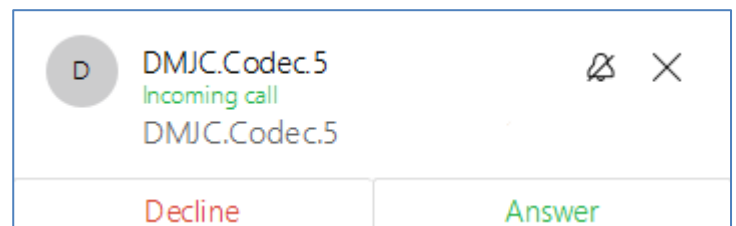
Once the account has been created navigate to this web page – <https://settings.webex.com/>. Sign in with your email address/password and the Webex SIP Address will be displayed. It will look something like **JohnSmith974510@free.calls.webex.com**

This SIP address can then be provided to the Court to allow courtroom video calls to be made to you.



How to Receive a Call

Open Webex Teams and log in with your email address. Once you are logged in, no further action is required. When the Court calls you a popup will appear. Select to Answer the incoming call.



The call will now connect and you should see the courtroom displayed as well as the image you are sending as a smaller image.

You have the following options from left to right

- Mute/unmute microphone
- Turn off/on camera
- Share your screen over the video link
- More options
- End the call

